

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation <i>(Show any positions replaced)</i> Standard MWR NAF PD										3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field										4. Employing Office Location										5. Duty Station										1. Agency Position No.																													
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt										8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest										9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No										6. OPM Certification No.																																							
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither										12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive										13. Competitive Level Code																																							
15. Classified/Graded by										Official Title of Position										Pay Plan										Occupational Code										Grade										Initials										Date									
a. Office of Personnel Management																																																																					
b. Department, Agency or Establishment																																																																					
c. Second Level Review										Chief Financial Officer										NF										0505										04										SN										12-31-01									
d. First Level Review																																																																					
e. Recommended by Supervisor or Initiating Office																																																																					
16. Organizational Title of Position <i>(if different from official title)</i>																				17. Name of Employee <i>(if vacant, specify)</i>																																																	
18. Department, Agency, or Establishment																				c. Third Subdivision																																																	
a. First Subdivision																				d. Fourth Subdivision																																																	
b. Second Subdivision																				e. Fifth Subdivision																																																	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.																				Signature of Employee <i>(optional)</i>																																																	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that																				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																	
a. Typed Name and Title of Immediate Supervisor																				b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>																																																	
Signature																				Signature																																																	
Date																				Date																																																	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.																				22. Position Classification Standards Used in Classifying/Grading Position																																																	
Typed Name and Title of Official Taking Action																				OPM PCS Financial Management Series, GS-0505 TS-81 Aug 69, TS-46 June 63																																																	
S. J. NEW																				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																	
Principal Classifier																																																																					
Signature																				Date																																																	
																				12-31-01																																																	
23. Position Review										Initials										Date										Initials										Date										Initials										Date									
a. Employee <i>(optional)</i>																																																																					
b. Supervisor																																																																					
c. Classifier																																																																					
24. Remarks																																																																					
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>																																																																					

NONAPPROPRIATED FUND POSITION DESCRIPTION JOB TITLE: Chief Financial Officer POSITION NUMBER 01-0147 JOB SERIES: 0505 PAY LEVEL: NF-4 Summary of Duties:

Serves as Chief Financial Officer providing executive level operational control of the management of MWR financial resources (appropriated and nonappropriated fund) with substantial advisory support in decision making processes on planned and on-going program activities. MWR program activities at this level involving total sales, appropriated fund support, payroll and other income and expenses are less than \$50,000,000 annually. Policy guidance is provided by the MWR Director and/or Deputy. Incumbent of this position is expected to exercise substantial freedom in planning, organizing, and directing the integrated financial management program, providing financial program analysis and evaluation reporting, interpreting financial results of operations, and for providing advisory services and assistance to operating managers on fiscal program issues. Participates with MWR Director in developing annual budget, long range program planning and capital improvement strategies. Regularly participates in installation meetings (i.e., MWR Advisory Boards, command staff meetings) and briefs senior level officials on the fiscal status of operations and financial impact on program changes.

Provides direction to the fiscal office staff in administering the MIS integrated financial system consisting of budgeting, official NAF accounting, payroll, financial management reporting, and security of MWR funds. Exercises second level supervision over fiscal personnel, with responsibility for organizational structuring, establishing performance objectives, and overall staff supervision through subordinate supervisors. May provide direction of MIS (computer operations) and/or other administrative services.

Plans, organizes work, and manages internal procedures and resources to ensure maximum productivity and economies. Prepares internal office financial plan and related records and reports and exercises authority on approved budget. Monitors programs on a regular basis and initiates corrective action to ensure support of operating programs of MWR. Develops long range plans in conjunction with internal Operating Directors, and exercises internal personnel management authorities as delegated by MWR Director with regard to subordinate supervisors and employees within the office. Effectively supports the Navy's Equal Employment Opportunity policies, and ensures compliance with fire, safety, and other environmental issues. Performs other related duties as assigned.

Minimum Qualifications:

Four years experience that demonstrates a broad knowledge and ability to apply principles, methods, and techniques of financial management, with a background in budgeting, accounting, and financial management reporting. Thorough knowledge of management practices and ability to analyze trends and developments and to make improvements in operating programs through innovative general business practices. Must possess above average oral and written communication skills and have ability to deal with individuals on different levels, including high ranking military members, local and national headquarters staffers, civic leaders, etc.